

## Sample

### FIRE PREVENTION PLAN

(COMPANY NAME)

- 1. FIRE HAZARDS:** THE FIRE HAZARDS OF OUR OPERATIONS INCLUDE, BUT ARE NOT LIMITED TO, VARIOUS HAND AND POWER TOOLS, CLEANING SOLVENTS, VEHICLE FUELS AND OILS, FLAMMABLE AND COMBUSTIBLE MATERIALS, AND VARIOUS WOOD PRODUCTS. PROPER CARE MUST BE TAKEN IN THE HANDLING OR OPERATION OF ANY OF THESE ITEMS. SMOKING WILL ONLY BE PERMITTED IN THE DESIGNATED SMOKING AREA.
- 2. FIRE HAZARD STORAGE PROCEDURE:** ALL SOLVENTS, FUELS, AND OILS WILL BE KEPT IN THEIR PROPER CONTAINERS. THEY WILL BE STORED AWAY FROM ANY IGNITION SOURCES OR ELECTRICAL PANELS, OUTLETS, OR MACHINERY. ALL OXYGEN OR ACETYLENE TANKS WILL BE STORED UPRIGHT WITH A CHAIN TO PREVENT MOVEMENT. ALL VEHICLE FUELS WILL BE TRANSFERRED USING THE PROPER EQUIPMENT AND IN PROPER AREAS.
- 3. IGNITION SOURCES:** IGNITION SOURCES INCLUDE, BUT ARE NOT LIMITED TO, FORKLIFTS, VEHICLES, WELDERS, CUTTING TORCHES, MISCELLANEOUS HAND POWER TOOLS, AND ALL MACHINERY AND ELECTRICAL PANELS AND WIRING. ALL IGNITION SOURCES WILL BE SECURED AND OPERATED IN A CLEAR AREA AWAY FROM POTENTIAL FIRE HAZARDS.
- 4. FIRE PREVENTION EQUIPMENT:** THE FIRE PROTECTION EQUIPMENT AVAILABLE TO EMPLOYEES ARE THE FIRE EXTINGUISHERS. EMPLOYEES WHO HAVE BEEN TRAINED TO USE FIRE EXTINGUISHERS ARE TO UTILIZE THE EXTINGUISHERS TO DOUSE ANY FIRE, BUT NOT AT EXPOSURE TO THEIR PERSONAL SAFETY.
- 5. RESPONSIBLE PERSON:** \_\_\_\_\_ WILL BE RESPONSIBLE FOR THE MAINTENANCE OF THE FIRE PROTECTION SYSTEMS, AND FOR THE CONTROL OF ACCUMULATION OF COMBUSTIBLE WASTE MATERIALS.
- 6. HOUSEKEEPING:** ALL EMPLOYEES WILL DISPOSE OF ANY ACCUMULATION OF FLAMMABLE OR COMBUSTIBLE WASTE MATERIALS INTO PROPERLY DESIGNATED RECEPTACLES. THIS WILL BE DONE IMMEDIATELY.
- 7. ALARM SYSTEM:** THE FIRE ALARM WILL BE GIVEN VERBALLY BY EVERY EMPLOYEE UNTIL ALL EMPLOYEES ARE AWARE OF THE EMERGENCY. FOR CONSTRUCTION JOBSITES, AN ALARM WILL ALSO BE GIVEN BY \_\_\_\_\_ THE FIRE ALARM FOR THE SHOP AND OFFICE WILL ALSO BE GIVEN \_\_\_\_\_.
- 8. TRAINING:** ALL EMPLOYEES WILL BE TRAINED IN THIS FIRE PREVENTION PROGRAM UPON INITIAL HIRE, AND ANNUALLY THEREAFTER.